



**Commonwealth of Massachusetts
Department of Industrial Accidents**

*Formatting Conference Documents
in PDF*

This tutorial is designed to demonstrate how attorneys and their staff can convert DR-Conference Medical Reports from individual files into a single PDF Conference medical packet.

Step One - Scanning

Scanning your documents can generally be accomplished using any off-the-shelf scanner or utilizing the scan function on your office copier. Note – nearly every copier manufactured in the last 5 or 6 years has scan to PDF capability. Check your owners manual for more information.

Once you have scanned your documents you will need Adobe Acrobat version 7.0 or later to combine the files, bookmark them and make the documents text searchable using an Optical Character Recognition tool that is part of the Acrobat software. This demonstration was done using Adobe Acrobat Pro X.

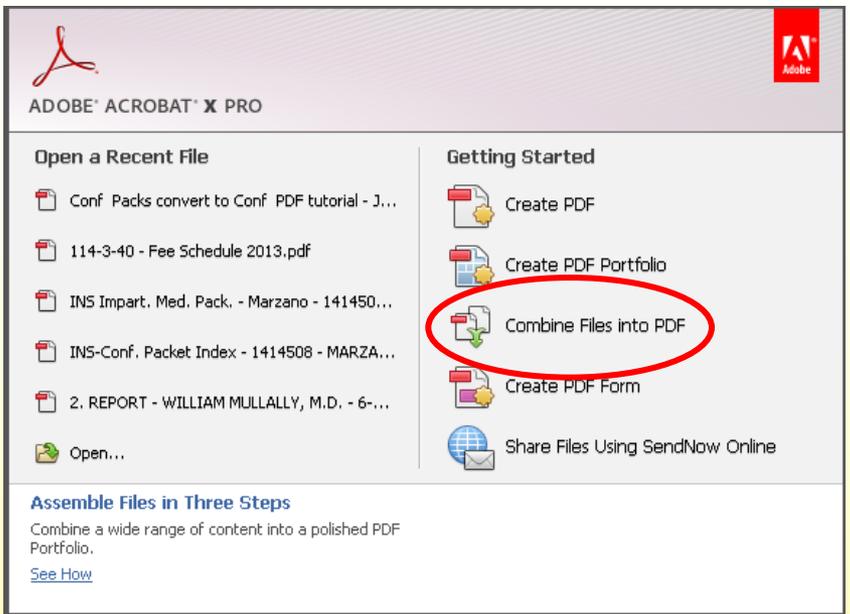
You have two choices in scanning –

- Scan individual documents, name them and later combine them – see below; or

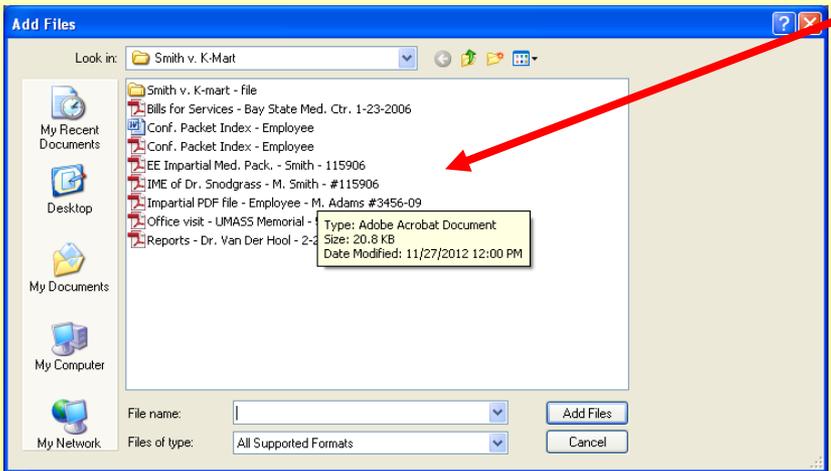
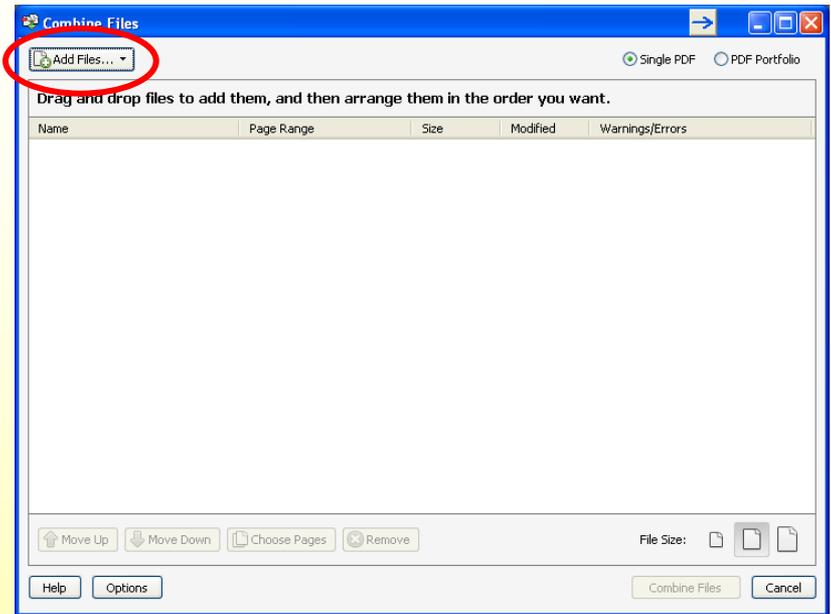
- Scan the entire packet and then bookmark each document in the packet.

Again, scanning will depend on your machine and its procedure. From here, we are going to discuss how to combine the already scanned documents. It is important to mention when saving individual files in PDF – the naming convention should mirror your conference packet index (i.e. “Report of Dr. Jones 3-21-2002 or Boston Med. Ctr. Records 5-2-2003 to 6-15-2003” etc.)

Once you have saved your scanned documents and named them, it will be time to combine them into a single PDF. **Combining your PDF files.** Open Acrobat and select the “Combine files into PDF” function on the start page to accomplish this:

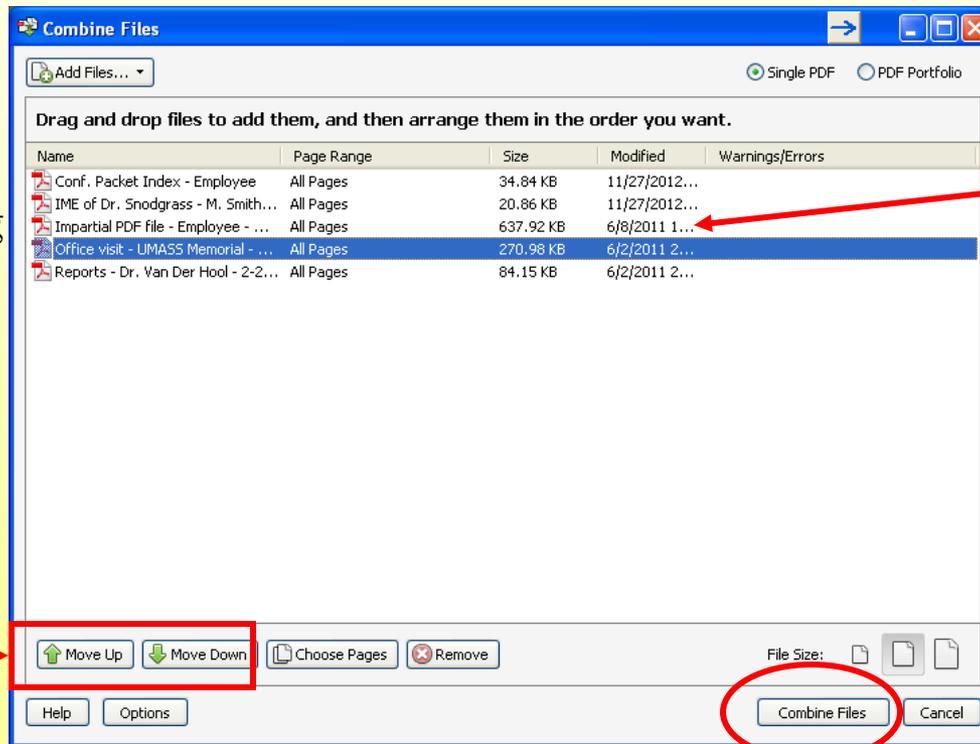


A new window opens – select “Add Files”



Select the PDF documents (the ones you scanned and named).

Tip – you can select all the documents by holding down the shift key and then clicking on the top and then the bottom file name. You can also select the files one at a time. The order which you select the documents will be the order in which they are combined. Then click on “Add Files.” Be sure to put your Conference Packet Index as the first document. You can also combine other file formats such as Word.

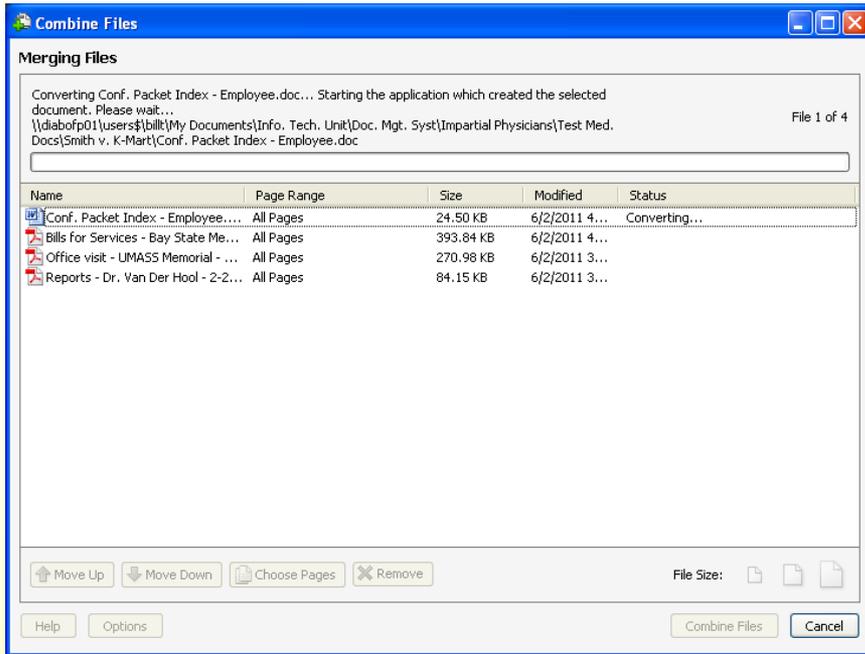


The “Combine Files” window will then show all the files you selected. You can add more if needed.

When all have been added, click on the “Combine Files” button in the lower right of the window.

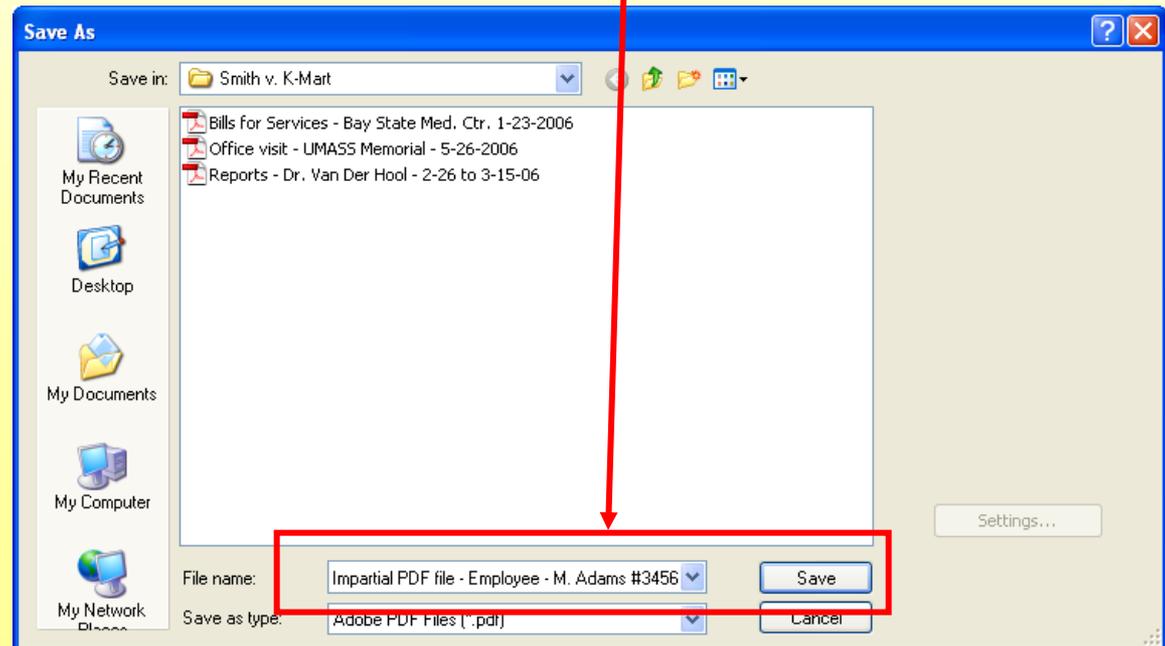
You can rearrange the order of the documents by using the “Move Up” and “Move Down” button shown here.

Acrobat will then begin combining the files



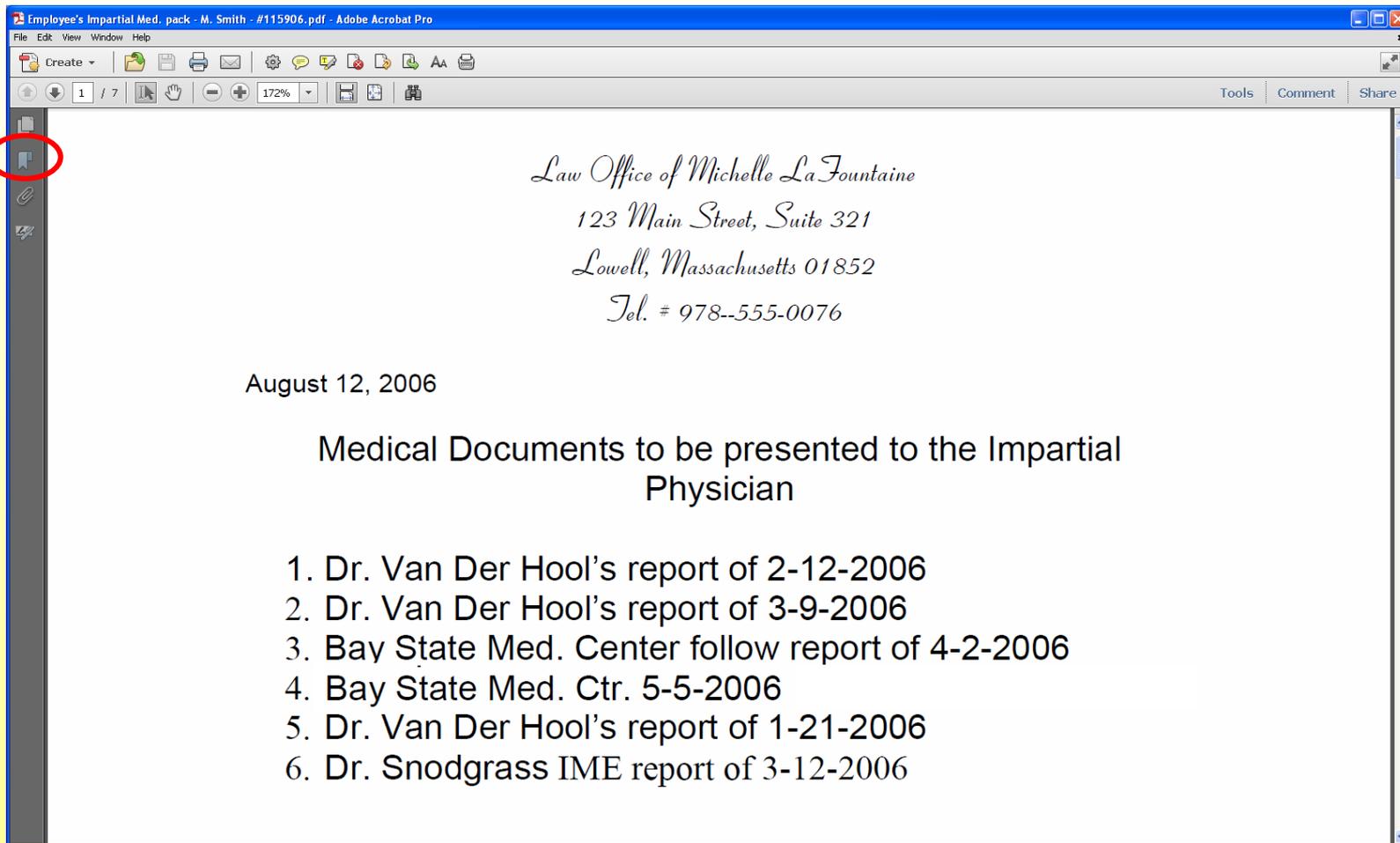
Once all the files have been combined, you will be prompted to save the new combined PDF. This is where the new combined file must be named properly. For example “EE Impartial Med Pack. - Smith -115906”

Note: The procedure for Non-medical submissions is the same. The final combined PDF file should be identified as the Non-med. submission. For example “Ins. Conf. Non-Med. – Smith 115906.”



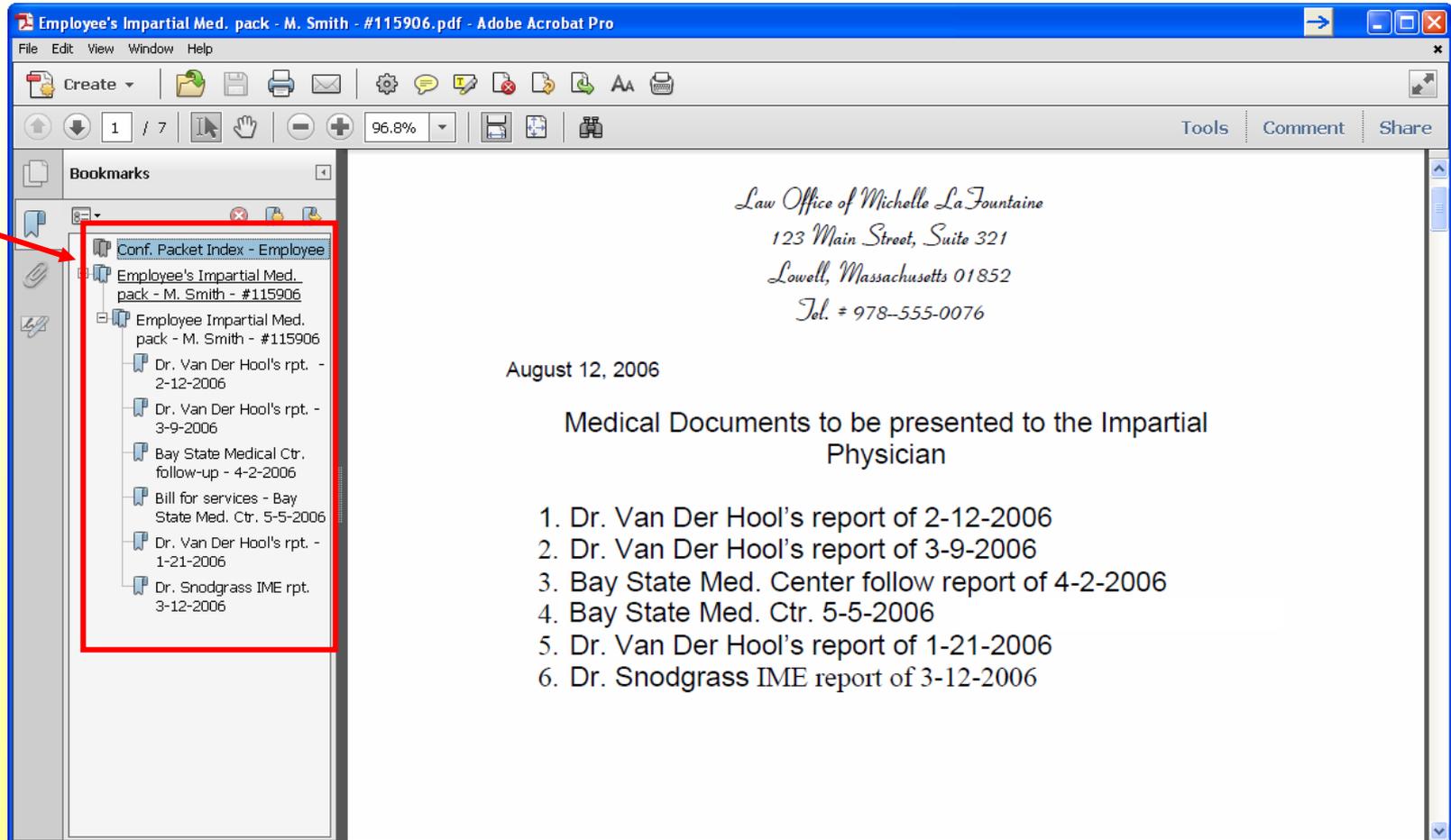
Your new combined PDF will open.
You can then save it to your computer
and to a CD if you choose to submit it
to the Judge in that manner. In the
alternative, you can e-mail the packet to
the Judge's office.

Viewing PDF w/ Bookmarks



This icon
allows you
to view the
bookmarks.

The bookmarks were automatically embedded when the PDFs were combined. This is how all parties, including the Impartial Physician, will view the conference med. packets.



Clicking on each bookmark will jump you to that document!

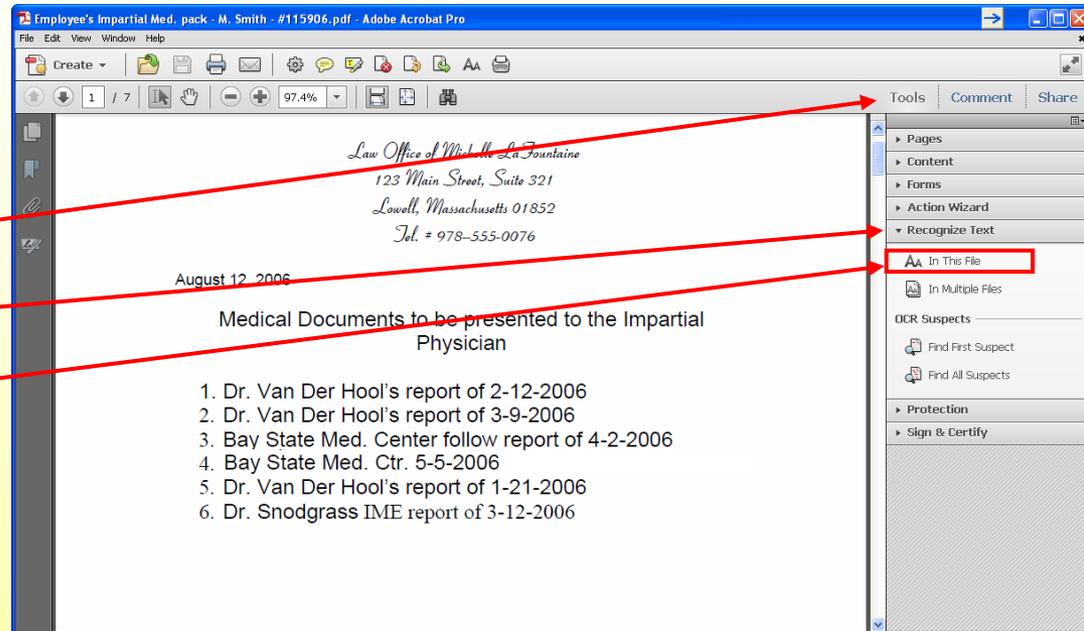
Text Recognition – Making the Document Text Searchable (REQUIRED).

After creating your PDF Conf. Med. and Non-med. packets from your scanned documents, you can initiate the Optical Character Recognition (OCR) function to make the documents text searchable.

First, select the “Tools” menu, then “Recognize Text,” followed by “Aa In This File”

A box will pop-up asking which pages you wish to Text Recognize – select All and click OK.

Adobe Acrobat will then begin the OCR process. Depending on the number of pages, this could take a few minutes.



Note: Some documents in your packet may already be text searchable. If that is the case, Acrobat will prompt you that the page is already in a text format and clicking OK will allow it to continue to the next page.

Submission of PDF Packets to DIA

Your new combined PDF will open. You can then save it to your computer and to a CD if you choose to submit it to the Judge in that manner. In the alternative, you can submit the packets to the Judge's office via an on-line file sharing service such as Hightail, Dropbox, We Transfer or others. These services allow you to send the files securely to the recipients - be sure to cc opposing counsel.

The subject line of the e-mail **MUST** contain the following:

DRCMR <Board #><claimant last name>

Note – Non-medical documents are **NOT ALLOWED** in medical packets. All non-medical documents must be submitted